

1. INTRODUCTION	1
1.1 IDENTIFICATION.....	1
1.2 PURPOSE.....	1
1.3 SCOPE.....	1
2. OPERATIONAL DESCRIPTION.....	3
2.1 SYSTEM HIERARCHY	4
2.2 CONFIGURATION HIERARCHY	10
3. USER INTERFACE	11
3.1 LOGON/LOGOFF	11
3.2 SECURITY	11
3.3 NPDMS NAVIGATION.....	12
4. NPDMS ONLINE CAPABILITIES.....	13
4.1 COMMON FUNCTIONS	14
4.1.1 Screen Functions	14
4.1.1.1 PF-Key/Mnemonic Functions	14
4.1.1.2 Direct Command Navigation.....	14
4.1.1.3 Menu Hierarchy	16
4.1.2 Messages	18
4.2 LOGON TO NPDMS.....	19
4.3 NPDMS MAIN MENU.....	21
4.3.1 Main Menu Processing	22
4.4 QUERY MENU	24
4.4.1 Queries Menu Processing.....	24
4.5 REPORTS MENU	31
4.5.1 Report Processing.....	33
4.5.1.1 List Standard Reports By Frequency.....	34
4.5.1.2 Select On-Request Reports.....	36

4.5.1.3 Update Standard Reports	44
4.5.1.4 Alter Scheduled Reports	51
4.5.1.5 Select Cases For Printing DRMO 1348.....	53
4.6 TABLES MENU	55
4.6.1 Tables Processing.....	55
4.6.1.1 User Access Table	58
4.6.1.2 GSA Region Table.....	63
4.6.1.3 DRMO DODAAC Table	69
4.6.1.4 Exception Processing Table	75
4.6.1.5 Federal Supply Classification (FSC) Code Table.....	80
4.6.1.6 Unit Of Measure Table	85
4.6.1.7 Supply Condition Code Table.....	91
4.6.1.8 Disposal Condition Code Table	95
4.6.1.9 Demilitarization Code Table	100
4.6.1.10 Center Profile Table.....	105
4.6.1.11 Report/Maintenance Selection Table.....	116
4.6.1.12 Shelf Life Type I Table	122
4.6.1.13 Shelf Life Type II Table	126
4.6.1.14 Hazardous Materials Code Table.....	130
4.6.1.15 Controlled Inventory Item Code Table	135
4.6.1.16 ADPE Identification Code Table.....	139
4.6.1.17 Precious Metals Code Table	143
4.6.1.18 Materiel Management Aggregation Code Table	147
4.6.1.19 DRMO Disposal Authority Code Table	151
4.6.1.20 DRMO Additional Data Code Table	156
4.6.1.21 Installation Code Table	162
4.6.1.22 Performance Measures Standards Table.....	167

4.6.1.23 Printer Destination Table	171
4.6.1.24 NPDMS Screening Days Table	175
4.6.1.25 Reimbursement Code Table.....	181
4.6.1.26 Hazardous Materials Indicator Codes Table.....	186
4.6.1.27 Property Location Table.....	190
4.6.1.28 Recipient Name Table	194
4.6.1.29 Transfer Type Table.....	206
4.6.1.30 Transfer Subtype Table.....	210
4.7 CASE REVIEW	214
4.7.1 Case Review Selection Processing.....	215
4.8 TRANSACTION MENU	224
4.8.1 Transaction Processing for Add	225
4.8.1.1 Controlled Add With GSA Reporting.....	226
4.8.1.2 Non-Controlled Add With GSA Reporting	238
4.8.1.3 Controlled Component System Item Add with GSA Reporting.....	250
4.8.1.4 Non-Controlled Component System Item Add with GSA Reporting	266
4.8.1.5 Controlled Add With DRMO Transfer	280
4.8.1.6 Non-Controlled Add with DRMO Transfer.....	289
4.8.1.7 Controlled Component System Item Add with DRMO Transfer	299
4.8.1.8 Non-Controlled Component System Item Add with DRMO Transfer.....	311
4.8.1.9 Component System Item Add To Existing Component System.....	323
4.8.1.10 Single and Component System Item Case Add With Receipt.....	325
4.8.1.11 Non-Controlled/Controlled Property Check.....	329
4.8.2 Change	333
4.8.2.1 Controlled Change with GSA Reporting.....	334
4.8.2.2 Non-Controlled Change with GSA Reporting.....	349
4.8.2.3 Controlled Component System Item/Case Change with GSA Reporting	366

4.8.2.4 Non-Controlled Component System Item/Case Change with GSA Reporting	384
4.8.2.5 Controlled Change with DRMO Transfer	403
4.8.2.6 Non-Controlled Change with DRMO Transfer	418
4.8.2.7 Controlled Component System Item/Case Change with DRMO Transfer.....	434
4.8.2.8 Non-Controlled Component System Item/Case Change with DRMO Transfer.....	453
4.8.3 Transaction Processing for Delete.....	472
4.8.3.1 Controlled (NEMS-tagged) Delete.....	473
4.8.3.2 Non-Controlled Delete.....	476
4.8.3.3 Component System Item Delete	479
4.8.3.4 Component System Case Delete.....	483
4.8.4 Transaction Processing for Receipt	487
4.8.4.1 Controlled Property Receipt	489
4.8.4.2 Non-Controlled Receipt	497
4.8.5 Transaction Processing For Sales	504
4.8.5.1 Add A New Sale.....	507
4.8.5.2 Change Sale	519
4.8.5.3 Sales Award Process (GSA Lot Sale Or NASA Other Sale)	531
4.8.5.4 Sealed Bids (Local Sale Only).....	534
4.8.5.5 Reversal Sale Process.....	552
4.8.5.6 Cancel/Reschedule Sale Process	554
4.8.5.7 Single Case Sale Process - GSA.....	557
4.8.6 Exchange (Trade-In)	560
4.8.6.1 Entry of Trade-In Data for Statistical Reporting	561
4.8.7 Freezes.....	563
4.8.7.1 Add Freeze.....	565
4.8.7.2 Change Existing Freeze.....	571
4.8.7.3 Delete Existing Freeze.....	577

4.8.7.4 Transaction Processing for a Final Disposition from an Existing Freeze.....	581
4.8.7.5 Final Dispositions	585
4.8.8 Transaction Processing For Reversals.....	655
4.8.8.1 Reverse Final Disposition	658
4.8.8.2 Reverse Receipt Disposition Process	663
4.8.9 Transaction Processing For Converting Single Case To Component Item.....	667
4.8.9.1 Add Item To Component System	668
4.8.10 Transaction Processing for Converting Component System Item to a Single Case...	676
4.8.10.1 Assign New Case Number.....	678
4.8.11 Enter SRD & GSA Control Number	684
4.9 INVENTORY.....	689
4.9.1 Pre-Inventory Processing	691
4.9.2 Enter Inventory Data.....	692
4.9.3 Delete Inventory Data.....	693
4.9.4 Schedule Post Inventory Report.....	695
4.9.5 Schedule Final Inventory/Reconciliation Report	697
4.10 RETRANSMIT GSA REJECTED CASE RECORDS	699
4.11 BROWSE CASE MENU	701
4.11.1 Browse Case by ECN	702
4.11.2 Browse Case by DCN	704
4.11.3 Browse Case History by ECN	705
4.11.4 Browse Case History by DCN.....	707
5. NPDMS OPERATIONAL PROCEDURES.....	709
5.1 GENERAL FUNCTIONS	709
5.1.1 Systems Administration/ADP Support Personnel	710
5.1.2 Data Base Administration/Security Administration.....	711
5.1.3 Operations Personnel	712

5.2 SYSTEMS OPERATIONS	713
5.3 NSMS INTERFACE.....	719
5.3.1 NSMS Add	719
5.3.2 NSMS Receipt.....	719
5.4 NASA HEADQUARTERS CONSOLIDATION SOFTWARE	719
6. APPENDIX A - APPLICABLE DOCUMENTS	722
6.1 REFERENCE DOCUMENTS.....	722
6.2 RELATED DOCUMENTS	722
7. APPENDIX B - ACRONYMS.....	724
8. APPENDIX C - ERROR, WARNING, AND SUCCESS MESSAGES	727
9. APPENDIX D - PF KEY FUNCTIONS	770
10. APPENDIX E - DIRECT COMMAND NAVIGATION.....	773
11. APPENDIX F - NPDMS USER AUTHORIZATION FORM.....	778
12. APPENDIX G - SUPER NATURAL QUERIES	782
13. APPENDIX H - BATCH HELP GUIDES	784
14. APPENDIX I - DISPOSAL SCREENING	806